

PLAN COMMISSION MEETING MINUTES
TUESDAY, APRIL 8, 2014
Sister Bay-Liberty Grove Fire Station – 2258 Mill Road

The April 8, 2014 meeting of the Plan Commission was called to order by Chairperson Dave Lienau at 5:34 P.M.

Present: Chairperson Lienau, and members Pat Duffy, Marge Grutzmacher, Don Howard, Scott Baker, and Nate Bell.

Excused: Hugh Mulliken and Eric Lundquist

Others: Ron Kane, Larry Gajda and Britt and Sara Unkefer

Staff Members: Village Administrator Zeke Jackson, and Administrative Assistant Janal Suppanz.

Comments, correspondence and concerns from the public:

Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded.

Jackson read a letter which had been received from Britt Unkefer aloud. In that letter Unkefer asks that the Plan Commission consider amending the Village's signage regulations in such fashion that businesses which border more than one street are allowed more flexibility.

Approval of the agenda:

A motion was made by Duffy, seconded by Grutzmacher that the Agenda for the April 8, 2014 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Approval of minutes as published:

As to the minutes for the February 4, 2014 meeting of the Plan Commission:

A motion was made by Baker, seconded by Howard that the minutes for the February 4, 2014 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Business Items:

Item No. 1. Consider approval of the Interpretive Guideline on Officially Mapped Streets:

As requested Lienau, Baker, Mary Kay Shumway and Jackson did collaborate on making revisions to the Interpretive Guideline on Officially Mapped Streets which was reviewed at the last meeting, and a draft of the revised document, which basically mirrors the document which was presented by Howard at the last meeting, was included in the meeting packets. The Commission members jointly reviewed the guideline and a minor typo. was pointed out.

A motion was made by Baker, seconded by Howard that the Interpretive Guideline on Officially Mapped Streets which was included in the packets for this meeting is approved as amended. Motion carried – All ayes.

Jackson noted that after he had published the Public Hearing Notices which are the subject of Agenda Item Nos. 2 and 3 he learned that Village protocol calls for the Plan Commission to discuss potential Zoning Code amendments and only conduct Public Hearings if and when a motion to that effect has been made. This was not the case in the municipalities where he worked previously, and, therefore, he just went ahead and scheduled the hearings noted on the

1 Agenda. He apologized for the oversight and indicated that it will never happen again.

2
3 **Item No. 2. Public Hearing and discussion regarding amendments to the provisions of**
4 **§66.0302(d) of the Zoning Code which relate to signage for temporary uses; temporary sus-**
5 **pension of the number of days delineated in §66.0722(a) of the Zoning Code; and creation of**
6 **a sunset clause in §66.0722(a)(1) of the Zoning Code:**

7 The Bay Shore Drive Reconstruction and Utility Line Burial Projects will cause disruption to
8 normal traffic patterns. The changes in rights-of-way will also cause significant changes in loca-
9 tions/placement of ground signs, and, therefore a draft of proposed text amendments which will
10 allow area businesses to participate in the D.O.T.'s "In This Together Campaign", and will relax
11 signage standards during the construction period was included in the meeting packets. If the
12 amendments are approved affected businesses will be allowed to apply for a Long Duration
13 Special Event Sign Permit and display directional or location signage on a temporary basis dur-
14 ing the construction period. The amendment automatically "sunset" on May 25, 2016, or
15 whenever the Village Administrator determines that the construction and restoration has ended;
16 whichever occurs first. The regulations pertaining to signage for temporary uses would also be
17 amended to read, "Temporary uses permitted under this section may be allowed *four* temporary
18 signs not to exceed 36 square feet in area on one side and 48 square feet in area on all sides.".
19 During discussion the Commission members indicated that they believe the proposed amend-
20 ments will be a good thing for the entire community. They also recommended that any appli-
21 cable fees be waived.

22
23 *At 5:50 P.M. Lienau called the Public Hearing regarding amendment of the provisions of*
24 *§66.0302(d) of the Zoning Code which relate to signage for temporary uses; temporary suspen-*
25 *sion of the number of days delineated in §66.0722(a) of the Zoning Code, and creation of a*
26 *sunset clause in §66.0722(a)(1) of the Zoning Code to order and asked if anyone wished to*
27 *comment.*

28
29 *Britt Unkefer indicated that he is in favor of the proposed amendments and believes signage*
30 *which directs people to all the businesses in the Village should be erected for the duration of*
31 *the construction period.*

32
33 *Larry Gajda, who is a member of the SBAA Board of Directors, indicated that the SBAA is also*
34 *in favor of the proposed amendments.*

35
36 *At 5:56 P.M. Lienau asked if anyone else wished to comment, and when no one responded he*
37 *declared that the public hearing was officially closed.*

38
39 *A motion was made by Grutzmacher, seconded by Baker that the Plan Commission recom-*
40 *mends that an Ordinance which amends the provisions of §66.0302(d) of the Zoning Code*
41 *which relate to signage for temporary uses; temporarily suspends the number of days delineated*
42 *in §66.0722(a) of the Zoning Code and creates a sunset clause in §66.0722(a)(1) of the Zoning*
43 *Code be approved. The Plan Commission also recommends that any applicable fees be waived.*
44 *Motion carried - All ayes.*

45
46 **Item No. 3. Public Hearing and discussion regarding amendment of the provisions of**
47 **§66.302(d) which relate to direct sales of fireworks; and discussion regarding a recommenda-**
48 **tion from the SBAA and the SBLG Fire Department regarding "Pyro Palooza":**

49 Jackson indicated that prior to coming to Sister Bay he ran a fireworks business in North Caroli-

1 na and would like to open such a business here. In accord with his contract he is required to
2 inform the Village President of any secondary employment or business ventures he is consider-
3 ing and did that. He also contacted the Village Attorney regarding his plans and was informed
4 that conflict of interest or ethical issues will not come into play. In order for fireworks to be sold
5 anywhere in the Village, Municipal and Zoning Code amendments will be required. Since Jack-
6 son wanted to avoid any appearance of impropriety he did publish Public Hearing Notices re-
7 garding all the amendments. A draft of amendments to §66.302(d)(10) of the Zoning Code,
8 which states that fireworks sales from a tent or kiosk with or without on-site storage for no more
9 than 15 days be allowed as a temporary use in the B-1, B-2 and/or B-3 Districts, was included
10 in the meeting packets.

11
12 Discussion took place regarding Jackson's proposal, and during that time Jackson pointed out
13 that he has discussed this issue with the Fire Chief, who sent the letter of support which was
14 included in the meeting packets. Anyone wishing to purchase fireworks would be required to
15 obtain a permit. The Commission members noted that they believe a limit should be placed on
16 the number of large fireworks tents which will be allowed in the Village.

17
18 Sister Bay is a major tourist destination, yet does nothing to celebrate the 4th of July Holiday.
19 Gills Rock, Baileys Harbor, Fish Creek, Egg Harbor and Sturgeon Bay all promote tourism
20 around the Independence Day Holiday with paid, professional fireworks shows, and several
21 members of the Parks Committee have been recommending that some type of special 4th of July
22 event be scheduled here for quite some time. Sister Bay did little to differentiate itself from oth-
23 er communities around the 4th of July, nor did it promote the festive atmosphere and hospitality
24 that visitors to the Village have come to expect. It is Jackson's contention that given the recent
25 adverse impacts of reconstruction on retailers and other businesses in and around Sister Bay, an
26 event which enhances traffic and causes Sister Bay to become known for both a distinctive re-
27 tail opportunity and an event that is unique could be fortuitous for everyone. Therefore, he is
28 recommending that "Pyro Palooza", a "family fireworks ignition day" be conducted out at the
29 Sports Complex on July 6, 2014. No alcoholic beverages will be allowed on the grounds dur-
30 ing "Pyro Palooza".

31
32 *At 6:21 P.M. Lienau called the Public Hearing regarding amendment of the provisions of*
33 *§66.0302(d) which relate to direct sales of fireworks to order.*

34
35 *Pipka Ulvilden indicated that she is "all for" anything that will bring people to the Village, but*
36 *does have questions as to who firework sales and ignition will benefit in the long run.*

37
38 *Britt and Sara Unkefer responded that they own a business in Fish Creek. Whenever fireworks*
39 *are displayed in Fish Creek it is their busiest time of the year. They believe an event such as*
40 *"Pyro Palooza" will benefit all the businesses in the Village as there is potential for many more*
41 *people - participants as well as spectators, to be in the Village.*

42
43 *Larry Gajda is a member of the SBAA Board of Directors. He stated that the SBAA will not be in*
44 *charge of or involved with "Pyro Palooza" but does encourage activities which support the mis-*
45 *sion statement of the SBAA. If the event is run properly it should not be a "major headache" for*
46 *residents or business owners. Gajda did stress that he believes only Sister Bay business owners*
47 *should be allowed to sell fireworks in the Village.*

1 Duffy stated that he is definitely in favor of events which will bring more people to the Village,
2 but has heard comments that some citizens are concerned about the safety issues which could
3 arise if fireworks are sold and/or ignited in the Village.

4
5 *At 6:31 P.M. Lienau asked if anyone else wished to comment, and when no one responded he*
6 *declared that the public hearing was officially closed.*

7
8 *A motion was made by Bell, seconded by Baker that the Plan Commission recommends that*
9 *the Village Board approve the proposed amendments to §66.302(d) of the Zoning Code which*
10 *were reviewed at this meeting, on the condition that a one year sunset clause be imposed, and*
11 *that before any extensions are granted another public hearing be conducted. The recommenda-*
12 *tion is also made that Village officials consider limiting the number of tents from which fireworks*
13 *sales will be allowed. Motion carried with Grutzmacher opposed.*

14
15 **Item No. 4. Consider an amendment to the Development Agreement for The Wild Tomato;**
16 **phasing:**

17 A draft of a revised Development Agreement for The Wild Tomato project was included in the
18 meeting packets and the Commission members jointly reviewed that document. If the agree-
19 ment is approved phasing will be done.

20
21 *A motion was made by Duffy, seconded by Baker that the Plan Commission recommends that*
22 *the proposed amendments to The Wild Tomato Development Agreement be approved as pre-*
23 *sented. Motion carried –All ayes.*

24
25 **Item No. 5. Report by the Zoning Administrator regarding development activities, various en-**
26 **forcement actions, and issuance of Sign and Zoning Permits:**

27 In March a Sign Permit was issued to Second Hand Sue's and Jackson has been meeting with
28 some developers who are contemplating new projects. None of those projects are to the point
29 where they can be referred to the Plan Commission yet.

30
31 **Item No. 6. Discussion regarding matters to be placed on a future agenda or referred**
32 **to a committee, Village official or employee:**

33 There were no suggestions for matters to be placed on a future agenda, and no referrals were
34 made to a committee, Village official or employee.

35
36 **Adjournment:**

37 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*
38 *Commission at 7:18 P.M. Motion carried – All ayes.*

39
40 Respectfully submitted,

41 

42 Janal Suppanz,
43 Administrative Assistant